



Schedule 874 Price List

Contract # GS-02F-0142V

June 30, 2009 – June 29, 2014

Revised 1/29/2010

8105 Irvine Center Drive, Suite 780, Irvine, CA 92618

www.xavor.com

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Company Overview

Xavor Corporation has been providing Management Consulting and Technology Solutions to global clients for over 12 years using its unique “Scholar-Practitioner” model. This one-of-a-kind consulting approach engages practitioners and scholars from around the globe to design relevant and rigorous solutions to complex issues faced by global organizations.

Since incorporating in 1996, Xavor has helped over 100 global clients with Supply Chain Management, Business Intelligence, Product Lifecycle Management (PLM), Organizational Transformation/Change Management, Human Capital Development, Continuous Improvement, and Workforce Training Delivery. Our expertise spans benchmarking best practices, performing change management to aid transformation initiatives, custom application development, software package implementation, e-commerce and decision support technology.

Our unique sales proposition is that our knowledge is not limited to our current employees; the vast amount of expertise available from our academic and industry advisors makes our expertise limitless. While this might be emulated by competitors, we claim leadership in the ability to *translate back and forth* between academic research and the practical application of knowledge.

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Contract Terms

1. **Maximum order:** \$1,000,000.00
2. **Minimum order:** \$100.00
3. **Geographic coverage (delivery area):** Domestic and Overseas
4. **Point(s) of production:** 8105 Irvine Center Drive, Suite 780, Irvine, CA 92618
5. **Discount from List Prices or Statement of Net Price:** Prices shown in price list are net of discounts. (See Pricing Notes)
6. **Quantity Discounts:** See price list for details
7. **Prompt Payment Terms:** None
8. **Government Purchase Cards Are Accepted Below the Micro-purchase Threshold:** Yes
9. **Government Purchase Cards Are Accepted Above the Micro-purchase Threshold:** Yes
10. **Foreign Items:** N/A
11. **Time of Delivery:** Specified in task order
12. **Expedited Delivery:** Contact contractor
13. **Overnight and 2-Day Delivery:** Contact contractor
14. **Urgent Requirements:** Contact contractor
15. **F.O.B. point(s):** Destination
16. **Ordering Address:** 8105 Irvine Center Drive, Suite 780, Irvine, CA 92618
17. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
18. **Payment Address:** 8105 Irvine Center Drive, Suite 780, Irvine, CA 92618
19. **Warranty Provision:** Contractor's standard commercial warranty
20. **Export Packing Charges:** N/A
21. **Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micro-purchase Level).** Yes
22. **Terms and Conditions of Rental, Maintenance, and Repair:** N/A
23. **Terms and Conditions of Installation:** N/A

- 24. Terms and Conditions of Repair:** N/A
- 25. Terms and Conditions for any Other Services:** N/A
- 26. List of Service and Distribution points:** N/A
- 27. List of Participating Dealers:** N/A
- 28. Preventive maintenance:** N/A
- 29. Section 508 Compliance:** Services provided under this contract will be in compliance with the Americans with Disabilities Act (ADA) by vigorously adhering to the accessibility checklist specified in Section 508.
- 30. Data Universal Number System (DUNS) Number:** 879189587
- 31. CAGE Code:** 5C166
- 32. Contractor is registered in the Central Contractor Registration (CCR) Database.**

874 1: Management Consulting

Our Management Consulting Services have been utilized by public and private sector clients to achieve high-quality, sustainable results from many high-profile projects. We pride ourselves in delivering the results that exceed our clients' expectations. Attesting to this is the fact that the majority of our consulting engagements come from repeat clients and word-of-mouth referrals.

Internally, our primary domain knowledge is in the areas of:

- Supply Chain Management (SCM)
- Product Lifecycle Management (PLM)
- Business Intelligence & Performance Metrics
- Organizational Modeling
- Change Management
- Business Process Analysis & Reengineering
- Continuous Improvement & Lean Six Sigma
- Business Case Analysis & Strategic Opportunity Assessment

Our knowledge is not limited to our current employees; the vast amount of expertise available from our academic and industry advisors makes our expertise limitless. Our network of Academic research scholars and Industry experts is routinely brought in to augment our team and inject our deliverables with fresh and innovative ideas under strict observation of non-disclosure agreements.

874 2: Facilitation Services

Xavor delivers Facilitation Services using a collaborative, workshop-driven methodology developed to align your organization's people, processes, policies and technologies. Our talented facilitators are skilled at generating group dialog between participants with divergent goals and viewpoints whether the participants represent different divisions, organizational levels or functional areas. Many times, solutions are obvious the moment the problem is seen through someone else's eyes. Our proven methodology allows you to leverage complementary viewpoints and arrive at solutions quicker.

Ninety-percent of transformational projects fail due to misalignment between people of different stakeholder groups, lack of clear ownership, ineffective division of responsibilities, failure to involve middle management, and lack of jointly agreed metrics to measure success. This results in finger-pointing battles.

In our experience, to make organization-wide projects successful, people from the impacted business divisions need to be aligned with a common understanding and appreciation of the project strategy and solution *prior* to implementation. Employees need to *own* their projects. Our workshop-based methodology is designed to facilitate total employee ownership of projects.

874 4: Training Services

Custom Course Development & Test Administration

Xavor has the expertise and experience to create customized training solutions to meet your organization's unique needs. Some of our consultants are PhDs who hold faculty positions at renowned academic institutions. When developing your customized training solution we'll first meet with you to understand your organization and assess your training needs. Our consultants will then we'll tap into our advisory network of industry and academic experts, our unique "Scholar-Practitioner" model, to gather the most current and relevant knowledge to create a training program that aligns with your organizations goals and mission.

Web-Based Training

A web-based training solution may be more in line with your training requirements and budget than instructor-led training in a classroom setting. Xavor's Technology Consulting arm is skilled at developing interactive, online training applications. When developing your web-based training program, our Management and Technology Consultants will first work closely with you to assess your training needs and technological requirements before developing a solution.

Instructor- Led Training

Xavor offers a variety of off-the-shelf training courses in Project Management and Facilitation, Supply Chain Management, and Technology. We are happy to consult with you to tailor these courses according to your unique needs. Our course list is found on the following pages.

Pricing Notes for Instructor-Led Training:

1. Prices provided are for training delivered at the customer's domestic facility; training delivered at an overseas facility is subject to an additional 10% charge.
2. Travel expenses are negotiated at the task order level.
3. Unless otherwise noted, prices for training courses include all course materials.

Project Management & Facilitation Courses

Benchmarking Techniques

2-day Course

Participants will become well-versed in the techniques used for benchmarking industries, organizations, processes, and functions. This course will provide techniques that can be used to benchmark different functions of the supply chain including planning, operations, production, and operations management. Hands-on exercises will be used to teach participants how to perform effective benchmarking, using standard metrics, similar models and demographics.

Minimum/Maximum Class Size: 6/30

Class Size	Price Per Participant	Course Materials
6-10 Participants	\$ 478.56	Included
11-20 Participants	\$ 430.71	Included
21-30 Participants	\$ 382.85	Included

Business Analysis

3-day Course

This course will provide you with a foundation of the knowledge required to be successful as a business analyst. You will learn how to apply a solid business analysis framework, evaluate and prioritize feasibility of various business initiatives, and deliver a detailed requirements development process using best practices. After attending the course, you will be able to analyze competing business needs and develop plans to implement the project to achieve objectives.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Change Management

3-day Course

Managing people to enable change is a critical skill in today's world of rapid and continuous change. This course will provide the tools necessary to successfully manage the transformation of people. This course will provide a framework to understand the role of people in a changing environment, identify the challenges in achieving sustainable change in people, and take all the necessary steps to successfully manage the whole transformation phase.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Communication & Presentation Skills**3-day Course**

This course will help you to communicate more effectively, present with confidence, and enhance your personal impact. After completing this course you will speak more confidently, use body language effectively, and adjust your style to match your audience to make a personal impact with your communication. You will learn strategies for harnessing your nervous energy, gain an awareness of common presentation errors, and learn how to use visual aids to enhance the impact of your presentations.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Executive Coaching Workshop**3-day Course**

Xavor's Executive Coaching approach has evolved through decades of experience helping leaders focus on aligning individual and organizational goals to optimize performance and mission results. Xavor believes executive coaching is most effective when it addresses individual and organizational change to improve mission performance; enables personal transformation and career role transition; supports the development of future organizational leaders; and/or addresses a specific challenge. Group sessions and one-on-one interaction with a Xavor coach enables individuals to enhance existing capabilities, set meaningful goals, and be accountable for results. The overall result is more knowledgeable and skilled leaders who are adaptable; who inspire, motivate, and guide others towards goals; who mentor and challenge the workforce; and who demonstrate high standards of honesty, integrity, trust, openness and respect.

Minimum/Maximum Class Size: 5/15

Class Size	Price Per Participant	Course Materials
5-10 Participants	\$ 2,871.38	Included
11-15 Participants	\$ 2,392.81	Included

Lean Six Sigma**5-day Course**

Lean Six Sigma combines the tools of Lean and Six Sigma to maximize shareholder value by achieving the fastest rate of improvement in customer satisfaction, cost, quality, process speed, and invested capital. In this course you will learn to apply the concepts of Lean including how to maximize process velocity, analyze process flow and delays, and identify waste or non-value added work to improve your operations. You will learn the DMAIC (Define-Measure-Analyze-Improve-Control) process which is the foundation of Six Sigma and you will become well-versed in a variety of useful tools for each DMAIC phase. Upon completion of this course you will be able to apply the Lean Six Sigma concepts you've learned to realize continuous improvements in your organization.

Minimum/Maximum Class Size: 8/30

Class Size	Price Per Participant	Course Materials
8-10 Participants	\$ 1,196.41	Included
11-20 Participants	\$ 1,076.77	Included
21-30 Participants	\$ 957.13	Included

PMP Certification Exam Preparation**5-day Course**

This course is designed to help you prepare for the PMP certification exam. PMP is an internationally recognized project management certification which more and more organizations are requiring of their project managers. You will become fluent in the Project Management Body of Knowledge (PMBOK), PMI terminology, and project management frameworks. You will learn techniques for managing project scope, schedule, budget, quality, communication and risk. Hands-on exercises will allow you to apply your knowledge to practical situations. After attending this course, not only will you be ready for the PMP certification exam, you will also be able to manage your projects more effectively.

Minimum/Maximum Class Size: 8/30

Class Size	Price Per Participant	Course Materials
8-10 Participants	\$ 1,196.41	Included
11-20 Participants	\$ 1,076.77	Included
21-30 Participants	\$ 957.13	Included

Strategic Opportunity Assessment**3-day Course**

This course will help you to identify, assess, quantify and prioritize opportunities within the context of achieving your strategic objectives. This course will prepare you to identify opportunities and develop recommendations to improve efficiencies, optimize resources and adopt industry best practices. You will become proficient with qualitative and quantitative analysis techniques for evaluating opportunities and will develop the communication skills required to effectively present your analysis to decision makers.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Supply Chain Management Courses

Demand Management

3-day Course

This course will introduce the fundamentals of demand planning, including definitions, methods and techniques, process flows, and technologies. You will learn about the process indicators and best practices prevalent in different industries. You will also learn how to identify gaps in your processes and will become familiar with the tools and techniques available to address those gaps, thus enabling you to improve your current processes.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Introduction to Supply Chain Management

3-day Course

This real-life course serves as the 'big-picture' perspective for your Business education where attendees see how the various Supply Chain functions such as Planning, Procurement, Manufacturing, Order Management, and Distribution & Logistics work together with enabling functions like Sales, Marketing, IT and Finance & Accounting to add to Operational Efficiency, Customer Satisfaction, and Product Innovation for their organizations. The course will also discuss evolving best practices and the role of IT (through ERP and related software) in enhancing Supply Chain efficiency.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Inventory & Replenishment Management

3-day Course

This course will provide participants with an understanding of the key objectives of the inventory planning and replenishment process and industry best practices. Upon completion participants will understand the logic of safety stock including calculations under different scenarios, as well as the specifics of service parts planning. Participants will be able to identify key enablers for inventory planning (including their potential value) and inventory planning excellence criteria. The course will also address effective replenishment by covering key enabling capabilities required to react optimally to changing supply conditions. Participants will gain an understanding of how constraint-based planning and bi-directional propagation of changes must be applied together to enable real time re-planning.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Logistics Design & Planning**3-day Course**

This course provides a study of transportation scheduling fundamentals, underscoring how planning is still the most crucial element when it comes to execution. The course covers load & freight optimization, key objectives of the Transportation Scheduling process, typical limitations of the Transportation Scheduling process, optimization logic embedded in solvers used to optimize the Transportation Scheduling process, and “Dynamic Merge in Transit” process and its criticality to support eBusiness activities. Participants will also learn to identify Transportation Scheduling key enablers, their potential value, and criteria for evaluating Transportation Scheduling excellence.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Procurement Planning**2-day Course**

This course will provide participants with an understanding of best practices for procurement planning and execution. Discussion topics will include outsourcing and its implications on manufacturing, when to use short-term contracts and when to use long-term contracts, the decision to use a single source or multiple sources, supplier trends, performance metrics, and pre-production and manufacturing challenges that impact procurement planning and execution.

Minimum/Maximum Class Size: 6/30

Class Size	Price Per Participant	Course Materials
6-10 Participants	\$ 478.56	Included
11-20 Participants	\$ 430.71	Included
21-30 Participants	\$ 382.85	Included

Production Management & Scheduling**3-day Course**

This course will teach participants to understand the crucial difference between Production Planning and Production Scheduling. Course participants will learn the key objectives of the Production Scheduling process, understand the environments where Production Scheduling is critical and where it is not, understand the logic of genetic algorithms and their value for the Production Scheduling process, identify key steps that need to be taken in addition to optimizing the Production Scheduling process to reach manufacturing excellence, identify Production Scheduling key enablers and their potential value and identify Production Scheduling excellence criteria.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Returns Management**3-day Course**

The course provides an overview of different techniques for managing excess, obsolete and defective returns effectively. Main topics of discussion include: a) Returns Pricing; b) Collaboratively Defining a mutually agreed upon Returns Window; c) Returns Manual / Policy; d) Best Practices for Returns Related Accounts Reconciliation; e) Operational issues (e.g. promotions, multiple deductions).

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Supplier Management**3-day Course**

Effective supplier management leads to increased productivity, reduced complexity and savings in more efficient use of time and lower costs. This course will provide a strong foundation for understanding the processes and techniques to procure goods and services for the successful delivery of products and projects. You will learn about vendor selection, sourcing and building supplier relationships as well as gain an understanding of the necessary contractual and legal documentation. This course will also provide you with a framework and tools to improve the relationship with your suppliers.

Minimum/Maximum Class Size: 8/30

Class Size	Price Per Participant	Course Materials
8-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Warehouse Design & Management**3-day Course**

This course in Warehouse Management course is designed to train an execution team to effectively and accurately manage stock, run stock recording process and design an action plan for its implementation. Upon completion, participants will be able to design an effective stores layout to minimize handling and store stock safely, design a system that keeps track of stock, set up stores controls, and design and implement the latest audit checklist.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Technology Courses

Business Intelligence: Architecture, Design & Management

3-day Course

This course provides students with an introduction to fundamental Business Intelligence (BI) concepts, BI System Architecture, and data warehouse designing and modeling techniques. Students will also be introduced to assessment techniques that will help them choose the type of Architecture most suitable for them. This course is intended for a technical audience with little or no experience in design and implementation of enterprise level BI Systems. After this course, students will be well-versed in:

- Basic architectural concepts for BI and data warehousing
- Industry terminologies and best practices
- Hub-and-spoke, federated, and independent architectures
- Top-down, bottom-up, and hybrid data warehousing methodologies
- Dashboard design
- Assessing cost and value implications of various architectures
- Assessing time-to-delivery implications of various methodologies
- Project management implications of various approaches
- Determining the best-fit architecture and methodology for your data warehousing program

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included*
11-20 Participants	\$ 646.06	Included*
21-30 Participants	\$ 574.28	Included*

**Note: This course requires a laptop which is not included in the price.*

Integration & Enterprise Architecture

2-day Course

This course is designed to address the large organizations with diversified software applications and products, ranging from legacy systems to modern web-based custom applications. The intent of this course is to provide decision makers with the knowledge to identify integration platform needs. This course will use case studies to teach participants how to identify integration points and choose the best technology solution. Offerings from different integration product vendors will also be discussed.

Minimum/Maximum Class Size: 6/30

Class Size	Price Per Participant	Course Materials
6-10 Participants	\$ 478.56	Included
11-20 Participants	\$ 430.71	Included
21-30 Participants	\$ 382.85	Included

Microsoft BizTalk Server 2006 as an Integration Platform (Administrators) 2-day Course

This course will provide an overview of the BizTalk Server environment and cover the aspects from a Server Administrators point of view. This course will provide an introduction to BizTalk Server, explain the different components of the BizTalk Server solution, and discuss BizTalk Server platform requirements and installations.

Minimum/Maximum Class Size: 6/30

Class Size	Price Per Participant	Course Materials
6-10 Participants	\$ 478.56	Included
11-20 Participants	\$ 430.71	Included
21-30 Participants	\$ 382.85	Included

Microsoft BizTalk Server 2006 as an Integration Platform 3-day Course

Microsoft BizTalk Server is an integration platform providing a number of integration services including: Transportation, Format Conversations, Document Transformations, Business Process Modeling and Execution, Business Rules Automation, Business Activity Monitoring and Integration between Trading Partners. It also provides Development Frameworks that can be utilized to fulfill special integration needs. This course will provide an overview of the BizTalk product, and how it helps provide solutions to different integration problems, including the following topics:

- Software Integration - Problems and Practices
- Introduction to BizTalk Server
- Messaging and Schemas
- Maps and Orchestrations
- Adapters, Pipelines and Ports
- A BizTalk Solution
- Complex Business Processes (Orchestrations)
- Defining Business Rules
- Web Services Integration
- Business Activity Monitoring and Reports

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included
11-20 Participants	\$ 646.06	Included
21-30 Participants	\$ 574.28	Included

Microsoft Sharepoint for Administrators**2-day Course**

Participants will learn how to configure and deploy Microsoft Windows SharePoint Services (WSS) and Microsoft Office SharePoint Server (MOSS). This course will cover environment planning, setup and deployment, farm topologies, farm management, backup and recovery.

Minimum/Maximum Class Size: 6/30

Class Size	Price Per Participant	Course Materials
6-10 Participants	\$ 478.56	Included*
11-20 Participants	\$ 430.71	Included*
21-30 Participants	\$ 382.85	Included*

***Note:** This course requires a laptop which is not included in the price.

Microsoft Sharepoint for Developers**3-day Course**

Participants will learn how to develop and deploy for the Microsoft SharePoint Platform (MOSS). This course will cover SharePoint API and exposed web services to create custom web parts, console utilities and web applications. Additionally, course participants will be exposed to common development pitfalls and receive performance recommendations for using the SharePoint API.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included*
11-20 Participants	\$ 646.06	Included*
21-30 Participants	\$ 574.28	Included*

***Note:** This course requires a laptop which is not included in the price.

Microsoft Sharepoint for End Users**2-day Course**

Participants will learn how to collaborate, share content, track project progress and manage tasks and issues. This course will cover the processes of creating sites, lists and libraries; adding content; customizing pages and web parts; setting user permissions and integrating with Microsoft Office applications.

Minimum/Maximum Class Size: 6/30

Class Size	Price Per Participant	Course Materials
6-10 Participants	\$ 478.56	Included*
11-20 Participants	\$ 430.71	Included*
21-30 Participants	\$ 382.85	Included*

***Note:** This course requires a laptop which is not included in the price.

Microsoft Sharepoint for Enterprise Collaboration**3-day Course**

Participants will learn how to use Microsoft Windows SharePoint Services (WSS) and Microsoft Office SharePoint Server (MOSS) for records management, compliance and regulation, case management, content management, and forms processing. This course will cover records retention policies, rights assignment and management features of MOSS and InfoPath forms services for electronic data collection and process workflows. The course will also cover specific site templates designed for case management that allow managers to track status and tasks and participants will learn how to quickly set up a public website allowing you to reach out to the external stakeholders.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included*
11-20 Participants	\$ 646.06	Included*
21-30 Participants	\$ 574.28	Included*

***Note:** This course requires a laptop which is not included in the price.

Services-Oriented Architecture**2-day Course**

This course will discuss Services Oriented Architecture (SOA) and how organizations can realize the benefits associated with SOA. Upon completing this course, participants will have an understanding of the SOA Concept, the basic tenets of SOA, best-practice recommendations for developing services-oriented culture, and the efforts large IT services companies are making towards SOA.

Minimum/Maximum Class Size: 6/30

Class Size	Price Per Participant	Course Materials
6-10 Participants	\$ 478.56	Included*
11-20 Participants	\$ 430.71	Included*
21-30 Participants	\$ 382.85	Included*

***Note:** This course requires a laptop which is not included in the price.

Social Networking Web Platforms**3-day Course**

Participants will learn about social computing and web 2.0 and explore how these emerging trends can be utilized to collaborate and connect with a community. This course will cover topics including blogging, user profiling, communities and groups, discussions and tagging. Participants will learn how to utilize social web platforms to build momentum around ideas and initiatives and harness the power of user-generated content to reach strategic objectives.

Minimum/Maximum Class Size: 7/30

Class Size	Price Per Participant	Course Materials
7-10 Participants	\$ 717.84	Included*
11-20 Participants	\$ 646.06	Included*
21-30 Participants	\$ 574.28	Included*

***Note:** This course requires a laptop which is not included in the price.

874 7: Project & Program Management

Ninety-percent of transformational projects fail due to misalignment between people of different stakeholder groups, lack of clear ownership, ineffective division of responsibilities, failure to involve middle management, and lack of jointly agreed metrics to measure success. This results in finger-pointing battles. In our experience, to make organization-wide projects successful, people from impacted stakeholder groups need to be aligned with a common understanding and appreciation of the project strategy and solution *prior* to implementation.

Our consultants are not only skilled in each of the standard project management lifecycle stages of planning, initiating, managing, executing, and closing out a project, they are skilled communicators (written and verbal) and analytical problem solvers who are adept at maneuvering organizational structures and facilitating cross-functional collaboration. We leverage our collaborative, workshop-based methodology throughout the project lifecycle to align your organization's people, processes, policies and technologies. Our methodology has also been used to successfully deliver projects and programs when project personnel are dispersed across organizations, cultures and geographies.

Pricing & Labor Category Descriptions

Pricing

	Principal Consultant	Senior Consultant	Consultant
Hourly Rate	\$239.28	\$191.43	\$143.57

Notes:

1. Travel expenses are to be negotiated at the task order level.

Labor Category Descriptions

Services delivered by Xavor under Schedule 874 will be performed Xavor team members from one or more of the labor categories described below (depending on class and/or project size). Xavor views education as an integral factor in our ability to deliver services that exceed clients' expectations. We believe in promoting education, therefore it is Xavor's policy to allow substitution for education and experience based on management's assessment of a candidate and an agreed-upon timeline for attaining the required degree.

Experience Substitutions:	Educational Equivalent
Masters Degree + 3 years experience	PhD
Bachelor's Degree + 5 years experience	PhD
Bachelors Degree + 2 years experience	Masters Degree
Associate's Degree + 2 years experience	Bachelors Degree

Education Substitutions:	Experience Equivalent
PhD + Masters Degree	10 years experience
PhD + Bachelors Degree	9 years experience
Masters Degree + Bachelors Degree	6 years experience
Bachelors Degree	4 years experience

Principal Consultant

Qualifications:

Ph.D. and five years of experience advising management on transformational initiatives including business or IT architecture design, change management, and/or business process redesign

Functional Responsibilities:

Principal Consultants serve in one or more of the following capacities:

- 1. Subject Matter Expert:** *Provides thought leadership and direction to the Xavor team. Serves as a subject matter expert and performs high-level analysis related to business improvement subject areas such as change management, leadership development, performance measurement, customer analysis, training and development, strategic planning, and organizational design. Relies on extensive experience and professional judgment to plan and accomplish goals.*
- 2. Program Manager:** *Provides oversight and direction for large or complex efforts. Provides strategic input, oversees budget, project delivery and management, and serves as the principal interface between Xavor and the client. Supervises task personnel and reviews deliverables to make sure that SOW requirements are adhered to. Oversees project assessments and gathers client feedback. Is an excellent communicator who demonstrates strong facilitation skills and ability to manage across functional areas.*
- 3. Facilitator:** *Understands the dynamics of collaborating and building coalitions. Has experience in setting divergent groups up for success. Is versed in strategic thinking and is able to position a group's work to achieve optimal results that fully support organizational goals. Has knowledge of adult-learning styles and effective teaching techniques. Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Supervises and directs training staff.*

Senior Consultant

Qualifications:

Master's degree and five years of relevant experience in a functional area of IT or Business

Functional Responsibilities:

Senior Consultants serve in one or more of the following capacities:

- 1. Team Lead:** *Provides leadership and technical or functional expertise necessary to plan and implement projects and supervise teams. Assists client in goal setting and helps to determine desired objectives; participates in implementation and oversees client's major strategic initiatives. Helps determine realistic measurable performance outcomes.*
- 2. Research Analyst:** *Applies consulting methodologies to collect and analyze data. Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor and student materials including course outline, background material, training aids, course manuals, workbooks, handouts, completion certificates, and course critique forms.*
- 3. Project Manager:** *Responsible for overall project coordination and completion. Coordinates and manages preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications. Works well with all staff levels and has the ability to provide guidance and direction to support staff regarding project activities Sets deadlines, assigns responsibilities, monitors and summarizes project progress. Prepares and reports project status to upper management.*
- 4. Facilitation:** *Oversees and manages facilitation efforts, including the planning, design of collaborative efforts, working groups, or integrated product, process and self-directed teams. Facilitates and leads groups and provides meeting leadership and problem solving techniques. Designs agendas, structures process, facilitates sessions effectively, and captures action items.*

Consultant

Qualifications:

Bachelor's degree and three years relevant experience in a functional area of IT or business

Functional Responsibility:

Consultants serve in one or more of the following capacities:

- 1. Business Analyst:** *Applies strong analytical and technical skills to assist in implementing business solutions. Documents an organization's current business process flows, identifies and documents functional requirements for business architecture design, develops project documentation and user training materials according to program specifications, conduct user training sessions, and prepares communications plans. Writes, edits, proofreads, and copyedits a variety of documents. Plans and prepares content for dissemination. Ensures all documents meet established content standards.*
- 2. IT Infrastructure Architect:** *Analyzes data and system architecture, creates designs, and implements information systems solutions. Identifies client issues and offers end-to-end solutions and approaches. Assists project team in meeting program objectives timely and effectively. Documents processes and ensures technical soundness of IT infrastructure architecture.*
- 3. Technical Analyst:** *Provides subject matter and functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Analyzes data and prepares complex reports. Performs systems analysis and evaluation, and supports systems implementation. Performs technical writing.*
- 4. Knowledge Manager:** *Manages intellectual property content and/or projects related to web sites or portals. Follows processes to ensure that all documents meet established content standards and works with necessary staff to assess any technical challenges in posting or archiving content. May sometimes lead and direct the work of others. Typically reports to management. Strong organizational skills and an adherence to established standards are expected.*

Revision History

Date	Version Description	Revision by
8/28/2009	Rev B	Sarah Calvert
1/29/2010	Rev C--Updated Corporate Address	Sarah Calvert